Position Announcement
Academic Affairs
Academic Advising Center

POSITION: Academic Advisor, full-time, twelve-month position.

JOB DESCRIPTION: Henderson State University is filling one Academic Advisor position in the Academic Advising Center. Academic Advisors (AAs) increase student success by assisting students in the development of an educational plan including choosing a program of study and/or clarifying educational goals and monitoring their progress. AAs provide students with information about alternatives, limitations and possible consequences of academic decisions. Present academic information to orientation groups and potential students and parents. AAs work with departmental, college and university advisors to address advising issues. AAs maintain student files and records; document all pertinent student information; update computerized information system regarding changes to student status. AAs prepare reports as requested for assessment.

QUALIFICATIONS: Henderson State University is an Equal Opportunity Employer/Affirmative Action Employer with a significant commitment to the achievement of excellence and diversity among its faculty, staff, and students. In pursuit of this commitment, the minimum qualification for an AA is a bachelor's degree in counseling, psychology, social work, student/career development or related field and one year academic advising experience in a college or university setting or an equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved. The ideal candidate will have a professional mindset and will have a demonstrated history of being team-oriented, able to multitask, and creatively solve problems. The ideal candidate will have a passion for student service and success.

SALARY: $30,000 - $35,000 commensurate with experience.

THE UNIVERSITY: Henderson State University is a public institution offering undergraduate and graduate degree programs through the Matt Locke Ellis College of Arts and Sciences, the School of Business, the Teachers College, and the Graduate School. The School of Business is fully accredited by AACSB. The University also offers a professional nursing degree program, the only aviation degree program in Arkansas, and pre-professional studies. A member of the Council of Public Liberal Arts Colleges, Henderson is located on an historic and beautiful campus midway between Little Rock and Texarkana on Interstate 30 and has an enrollment of approximately 3,600 students. Additional information is available at www.hsu.edu

APPLICATION: To apply, send a letter of application, resume, transcript(s), and two letters of recommendation electronically to:

Ms. Spencer Whitley, Search Committee Chair
Henderson State University
PO Box 7722
Arkadelphia, AR 71999-0001
whitles@hsu.edu

Review of applications will begin immediately and continue until all of the positions are filled. For optimal consideration, please submit application materials by September 7, 2015. Applicants who are selected for these position will be required to submit to a background screening including a criminal background check pursuant to university policy.